



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 671.5

Job Title: **ANIMAL ENFORCEMENT INVESTIGATOR**

Pay Grade: 17

GENERAL SUMMARY:

Serves in a lead capacity in investigations involving the enforcement and administration of Chapter 6 of the City of Houston's Code of Ordinances, the Texas Health and Safety Code and the Texas Penal Code. May perform advanced duties related to criminal investigations involving animals.

RESPONSIBILITIES:

- Performs complex investigations related to animal cruelty, rabies exposures and animal hoarding
- Coordinates with Police Department on criminal investigations involving animals.
- Responds to inquiries from citizens, governmental officials and various City departments.
- Responds to emergency investigations and facilitates animal seizures.
- Testifies in court proceedings and/or administrative hearings regarding code violations.
- Performs inspections of livestock and commercial pet facilities as necessary.
- Serves as a Field Training Officer (FTO) for Animal Enforcement Trainees and Officers as necessary.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED.

EXPERIENCE:

Two years of Animal Control or law enforcement experience are required. Associate degree in Criminal Justice or a field closely related to the work being performed may be substituted for two years of experience.

CERTIFICATION:

Requires a State of Texas Animal Control Officer Certification.

Requires Animal Cruelty Investigator or law enforcement certification from the University of Missouri Law Enforcement Training Institute, the Texas Animal Control Association or another comparable organization or agency.

Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SPECIFICATIONS (cont'd):

SUPERVISION EXERCISED:

Direct Supervision:

No direct reports

Indirect Supervision:

No indirect reports

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation.

PHYSICAL EFFORT:

The position routinely requires extensive physical exertion such as repeated lifting of very heavy objects (more than 80 pounds), deep bending, climbing steps and/or assuming awkward positions.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness, unpleasant air conditions and hostile animals. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- Animal Enforcement Officer Trainee
- Animal Enforcement Officer
- Animal Enforcement Investigator
- Senior Animal Enforcement Officer
- Rabies Investigation Coordinator
- Animal Enforcement Supervisor
- Animal Enforcement Manager

Effective: December 2015